

## Satisfactory Academic Progress

### MINIMUM STANDARDS FOR ALL FINANCIAL AID STUDENTS

Students receiving financial aid must make Satisfactory Academic Progress toward the completion of course requirements in a certificate or degree program approved for aid. All applicable credits will be reviewed and included even if you did not receive financial aid for them. To be considered making satisfactory progress at Southwest Tech you must meet ALL of the following criteria:

#### 1. Grade Point Average Requirement

**Students must maintain a cumulative 2.0 grade point average (GPA).** The GPA evaluation will not consider transfer grades. For course repeats, the higher grade is counted.

#### 2. Completion Rate Requirement

**A student must complete 67% of credits attempted.** This is calculated by dividing total credits completed by total credits attempted. NOTE: Credits attempted is defined as the total credit(s) you are enrolled in after the 10% period for the course. All classes enrolled in including repeated courses, withdrawals, incompletes and transfer credits will be counted toward credits attempted.

- Example: Term 1 – start with 12 credits, withdraw from 3 credits and complete 9 credits; pace is 75% (9/12). Term 2 – start with 12 credits, withdraw from 6 credits and complete 6 credits; pace is 63% (15/24).

#### 3. Maximum Time Frame Requirement

**Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes.** Federal regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all classes students take at Southwest Tech, transfer into their program at Southwest Tech, repeat, fail, withdraw from or receive incompletes in.

- Example: A program that requires 64 credits for graduation.  $64 \times 150\% = 96$ . The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 96.
- Example: A program that requires 32 credits for graduation.  $32 \times 150\% = 48$ . The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 48.

**Students who reach the maximum timeframe are immediately suspended from financial aid eligibility.**

Students are allowed to change their program of study—as long as they are in compliance with Southwest Tech's Satisfactory Academic Progress Policy—and remain eligible for financial aid. The maximum timeframe for financial aid for the new program will include all credits that the student has attempted including those not applicable to the new program. Financial Aid will not pay for more than two programs of study unless approved by the Financial Aid Manager.

## **CONSEQUENCES**

Federal regulations require that Southwest Tech monitor the academic progress of students. Academic Progress will be monitored by Financial Aid at the end of each term of attendance. This policy applies to all students accepted into an undergraduate program pursuing a degree. It includes all periods of enrollment—even if the student did not receive financial aid.

Due to the cumulative concept of these Satisfactory Academic Progress requirements, it is extremely important that students take the adding and dropping of classes under careful consideration.

### **Financial Aid Warning:**

Students will be placed on Financial Aid Warning the first semester they do not meet any portion of the Satisfactory Academic Progress Policy. Students will receive financial aid for the semester that they are placed on Financial Aid Warning. At the end of the semester the student is on the Financial Aid Warning, progress is again evaluated and the student is either removed from warning status or placed on Financial Aid Suspension.

### **Financial Aid Suspension:**

Students who do not meet the Financial Aid Warning conditions will be placed on Financial Aid Suspension. Students WILL NOT receive any financial aid when placed on Financial Aid Suspension. Students may appeal the suspension as stated in the following information.

### **Financial Aid Appeal:**

A process by which a student who is not meeting Southwest Tech's Satisfactory Academic Progress standards is allowed to petition for reconsideration of the student's eligibility.

The Financial Aid Appeal form can be obtained from the staff in the Financial Aid Office. Reasons a student may appeal might be: death of a relative; injury or illness of the student; other special/unusual circumstances. The student must include in the appeal the information regarding WHY they failed to make Satisfactory Academic Progress AND what has CHANGED in their situation that would allow them to demonstrate Satisfactory Academic Progress at the next evaluation. A student's appeal CANNOT be based on the need for aid or lack of knowledge of the warning status. Only one appeal per student is permitted, unless extreme extenuating circumstances occur. Students may be required to provide additional documentation from outside sources if the situation warrants it.

Students whose appeals are approved, but will not be able to meet the Satisfactory Academic Progress Standards by the end of the probationary term will be required to meet with the Financial Aid Director to determine an Academic Plan to follow in order to be able to meet the Satisfactory Academic Progress Standard by a specific point in the future.

A student is considered suspended from further receipt of financial aid until their eligibility is regained by doing **both** of the following: 1) Taking at least 6 credits (all in the same semester), passing those credits with at least a "C", and paying for those credits on their own. During reinstatement, a student is not allowed to drop any courses they are taking: and if a student chooses to take more than 6 credits during a reinstatement semester, they must pass all classes attempted with at least a grade of "C" **and** 2) The student will also be required to meet with the Student Financial Assistance Manager to determine an academic plan following their successful reinstatement attempt. The academic plan will be necessary in order for the student to meet Satisfactory Academic Progress Standards by a specific point in the future.

### **Additional Information:**

Students can only receive aid for classes that are required in the program they are accepted in.

If a student chooses to retake a class for which they have received a passing grade (based on the program requirements), Southwest Tech will only pay for them to retake that class one time.

If a student retakes a class in which they received a non-passing, Southwest Tech will repeat payment for the course until the student passes successfully.

Withdrawals (W grade), incompletes (I grade), repeats of classes and transfer credits accepted for your program are considered attempted credits. Withdrawals, audits and incompletes are figured as zero (0) grade points when calculating a student's GPA. These grades may result in a student not making Satisfactory Academic Progress.

Any 'I' grades must be completed within 6 weeks of the end of that semester— regardless of any arrangement with the instructor. Unusual circumstances may be considered on a case-by-case basis.